

Report from [] for Week Ending 1 June 1959

1. Contributions - Intangible

- a. Developed a memorandum calling for the annual report from ARO's on the effectiveness of their Records Management Program.
- b. Collaborated with [] on the Agenda for the forthcoming meeting of Records Officers. Developed the memorandum calling for the meeting and arranged for facilities. Revised the table for converting records measurements to cubic feet. The table will be one of several handouts being assembled for the meeting.

2. Assignments - Active

- a. Revision and Reorder of Overnight Storage Boxes.
- b. Records Disposition Workshop - Received the new set of slides from Graphics Register. They are much better than those made by the Reproduction Plant. However, art work on several slides should be revised to highlight text matter.
- c. DD/P Trainee Program - Reviewed four reports management practice problems with []
- d. Revision of Courier Receipt and Log Record. ✓
- e. Agency Chain Envelope - Provided the Acting Chief, Building Supply Officer with 2,000 fliers on returning excess accumulations of Chain Envelopes to Supply Rooms.

[] 25X1

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